



Webmaster

Details**Job ID : 323****Title :** Webmaster**Job Code :** 1122**Salary :** \$2,863.00 (Monthly)**Grade :** 11**Tenured :** YES

Job Departments

- Office Of Public Information

Purpose

RESPONSIBLE FOR PROMOTING PUBLIC AWARENESS OF THE JUDICIAL BRANCH OF KENTUCKY STATE GOVERNMENT THROUGH THE MAINTENANCE OF AND ENHANCEMENTS TO THE OFFICIAL KENTUCKY COURT OF JUSTICE WEB SITE.

Required Qualifications**Education :** 4 Year College Degree in Related Field**Education Substitute :** None**Experience :** 1 Year of Related Experience

Job Required Knowledge

- GENERAL KNOWLEDGE OF MICROSOFT OFFICE, WINDOWS XP AND COMPUTER OPERATIONS
- STRONG WRITING AND COMMUNICATION SKILLS WITH A FACILITY FOR WEB-BASED COMPUTER TECHNOLOGY
- 4 YEAR COLLEGE DEGREE MUST BE IN COMMUNICATIONS, JOURNALISM, ENGLISH, OR PUBLIC RELATIONS
- EXPERIENCE MUST INCLUDE KENTUCKY COURT SYSTEM, HTML
- BASIC GRAPHIC DESIGN CONCEPTS AND ABILITY TO USE DIGITAL CAMERA EQUIPMENT

Job Skills/Abilities

- EXPERIENCE WITH MICROSOFT FRONTPAGE AND FAMILIARITY WITH THE ASSOCIATED PRESS STYLEBOOK FOR EDITING PURPOSES

Job Duties

- COORDINATE ALL ASPECTS OF WEB SITE OPERATIONS
- WRITE OR EDIT COURT OF JUSTICE WEB SITE CONTENT AND COORDINATE TIMELY AND APPROPRIATE UPDATES
- WORK WITH THE AOC OFFICE OF GENERAL COUNSEL TO ENSURE THE WEB SITE COMPLIES WITH STATE AND FEDERAL REGULATIONS
- EDUCATE COJ PERSONNEL ON WEB-BASED TECHNOLOGIES
- COORDINATE ONGOING WEB SITE IMPROVEMENTS
- TRAIN COJ PERSONNEL TO USE ALL ASPECTS OF THE WEB SITE'S TECHNOLOGY
- MONITOR AND PROMOTE WEB SITE USAGE
- OTHER DUTIES AS ASSIGNED.